



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Leigh Ann Collins

DATE: 9/12/2024

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Jessi Snider
 Title of PPA activity: Assistant Department Head - English
 Dates (or semesters) of activity: Fall 2024

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Dr. Snider will assist with the following tasks:

- Create a new data collection system for program learning outcomes (PLO) due to the discontinuation of PCLAR and implementation of a new assessment system;
- Coordinate all communication with FT & PT faculty regarding PLO data collection processes;
- Gather and disseminate data that will be used by faculty to measure student success with SLOs;
- Oversee grading and rubric norming meetings with faculty, including revision of rubrics as needed;
- Assist the Department Head with scheduling across all campuses;
- Collaborate with the Department Head in the review of part time applicants; and
- Assist with PT faculty evaluations.

B. **Cost**

| Type PPA | # PPA Pay Hours | PPA Salary | Total Costs |
|---|-----------------|-------------|-------------|
| ON CONTRACT (release time from teaching) | | | |
| ON OVERLOAD (additional compensation) | | \$ 2,100.00 | |
| TOTAL | | \$ 2,100.00 | \$ 0.00 |

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o, ou,
email=rallsp@wjc.edu, c=US
Date: 2024.09.13 10:13:07 -05'00' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2024.09.13 10:25:36 -05'00' Date: _____

President: *Bay McNeal* Date: 9.13.24